

# Appendix A

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## Task Force Charter

*The following is excerpted from the Washington State Emergency Management Council's charter establishing the Task Force on Local Programs.*

### **PURPOSE**

Perform a strategic assessment of the ability of local and tribal emergency management organizations to effectively provide for all phases of comprehensive emergency management.

### **BACKGROUND**

The Emergency Management Council (EMC) is charged by state law to "advise the Governor and Director on all matters pertaining to state and local emergency management". The law also directs the EMC to "ensure that the Governor receives an annual assessment of statewide emergency preparedness."

The EMC has determined that the events of September 11, 2001, and the ensuing focus on overall preparedness, make it prudent that Washington State's system of emergency management be evaluated to determine its overall capacity to meet its newly defined "all hazards" responsibility.

The EMC Task Force on Local Program Assessment is hereby formed to specifically look at the local and tribally governed components of Washington's emergency management system. Counter-Terrorism and Homeland Security planning have placed significant new requirements on these "local" agencies and entities, and further, has led to the organization of ad-hoc regional planning entities to respond more effectively to intense federal grant opportunities and requirements.

The EMC believes that local ability to respond effectively to any emergency is central to the system of emergency management and, therefore, establishes said Task Force to accomplish the outlined purpose.

### **OBJECTIVES**

To serve as the EMC's project-specific working group in the discharge of the above purpose, with the following specific objectives:

- (1) Evaluate local and tribal emergency management requirements, capabilities and needs. An implied responsibility of the Task Force is to evaluate the role and effectiveness of state-level emergency management to the extent that local and tribal emergency management is impacted by state policy, regulation and/or operations.
- (2) Evaluate the ability of local and tribal emergency management organizations to provide for the four phases of emergency management (mitigation, preparedness, response and recovery).
- (3) Evaluate the effectiveness of the emergency management structure at the local and Tribal levels, including the emergence of regional emergency management efforts.
- (4) Accomplish the strategic assessment based on existing laws, regulations, rules and standards while utilizing developed assessment tools.
- (5) Provide assessment findings and make recommendations that will increase the ability of local and tribal emergency management organizations to meet current and future risks.

### **TASK FORCE ORGANIZATION**

Organizations represented on the Task Force will be requested to name a member and alternate.

#### Membership

County Commissioner/Executive ..... Task Force Co-Chair (from EMC)  
 Mayor ..... Task Force Co-Chair (from EMC)  
 Sheriff ..... Association of Sheriffs and Police Chiefs  
 Police Chief ..... Association of Sheriffs and Police Chiefs  
 Local Emergency Management Directors (2) ..... State Emergency Management Association  
 Local Health Department/District Directors (2) ..... State Health Department Association  
 Fire Chief ..... Washington State Association of Fire Chiefs  
 Tribal Representative  
 City Manager  
 County Administrator  
 Staff Member ..... Association of Washington Cities  
 Staff Member ..... Washington State Association of Counties  
 Staff Member ..... Washington State Emergency Management Division (Ex-Officio)  
 Staff Member ..... Washington State Health Department (Ex-Officio)  
 Staff Member ..... Washington State Patrol – Fire Protection Bureau (Ex-Officio)  
 Chair ..... Washington State Emergency Management Council (Ex-Officio)

### **PROTOCOL**

Task Force findings and recommendations will be submitted to the EMC for consideration. The EMC can adopt and/or approve the report and forward with or without additional comment to the Adjutant General and the Governor for further consideration, or it could request additional effort on the part of the Task Force prior to final consideration.

Adopted by the Washington State Emergency Management Council, January 9, 2003.